

Professional Services to Provide Background Investigations of Applicants for Licenses as Medical  
Cannabis Growers, Dispensaries, and Processors  
OPASS 15-15723/M00R6400326  
eMM # MDM0031022215

Questions Received Subsequent to Pre-Bid Conference 9-1-15:

- Q. Who is your current provider for background screening services? Please provide their current pricing, if possible.
- A. There is no incumbent for these services.
- Q. Why are you evaluating new providers for background screening services?
- A. N/A.
- Q. Do you currently use an Applicant Tracking System (ATS)? If so, which one?
- A. N/A.
- Q. What is your anticipated award date?
- A. November 1, 2015.
- Q. What is your anticipated start date?
- A. November 1, 2015.
- Q. Would DHMH consider awarding the IFB to two different vendors for the purpose of individual and entity searches?
- A. Refer to IFB – Subsection 1.1.3 and Section 1.15 (Award Basis and Assignment of Work)
- Q. Please clarify your request for references: In Section 2.1.1, Minimum Qualifications, the IFB asks for “three different clients, two of which must be government entities,” and in section 4.4.4, “at least 4 references are requested...references used to meet any Bidder Minimum Qualifications...may be used to meet this request.” Please confirm that DHMH is seeking the references listed in the Minimum Qualifications section, along with one additional reference, to be provided in Section 4. If not, please clarify.
- A. For the purposes of this procurement, three (3) references are requested to verify experience within the last three (3) years as stated in Section 2.1.1. For each reference, include the **information** listed under **a., b., & c.** from section 4.4.4.
- Q. In reference to Section 4.4.3 “Completed Required Attachments: Submit three (3) copies of each with original signatures,” and section 4.1, “Please submit two original copies [of the proposal],” please confirm that within each original copy of the proposal, the vendor should include three original signed copies of attachment F, three original signed attachment B and three original signed attachment G-1.
- A. All required attachments or affidavits are required in **triplicate**. All signatures, if applicable, must be **originals**.
- Q. In reference to section 4.4.5, “List of Current or Prior State Contracts,” please confirm that DHMH will not contact these clients as references, unless they are also listed in the reference section.

A. Refer to section 4.4.5 – *“Information obtained regarding the Bidder’s level of performance on State contracts will be considered as part of the responsibility determination by the Procurement Officer.”*

Q. In regards to section 1.14, Confidentiality of Bids, “Material so designated as confidential shall accompany the Bid and shall be readily separable from the Bid in order to facility public inspection of the non-confidential portion of the Bid, including the total Bid Price.” In section 4.4.1, the RFP states, “Any information which is claimed to be confidential is to be noted by reference and included after the Transmittal Letter. An explanation for each claim of confidentiality shall be included.” Please confirm that confidential information should be placed after the transmittal letter as to be readily separable, and not within the text of the proposal.

A. The bidder should include confidential information after the Transmittal Letter as noted in the IFB. Please note this is an IFB and not a RFP procurement.

Q. Please confirm that the DHMH is not seeking a written response to Section 3, scope of work.

A. Confirmed.

Q. Regarding the DHMH’s requested 10-Year scope: Per FCRA regulations, reporting of non-convictions and charges without a disposition is limited to a 7-year scope. Obtaining records for an extended scope requires proof of permissible purpose, which can vary by state. Will you be able to provide proof of permissible purpose to obtain this extended scope, of requested?

A. If needed, yes.

Q. In reference to Section 4.3, Bid Price form, “do not amend, alter, or leave blank any items on the Bid form or include additional clarifying or contingent language on or attach to the Bid Form.” What should vendors do if additional clarifying information is imperative to providing the most responsible representation of our prices? For example, a wide range of pass-through fees from various state entities may apply, or a one-time site inspection fee, per FCRA regulations for credit searches, may be applicable. Where should vendors include such fees?

A. Attachment F- Bid Pricing Instructions – item I will be amended to add the following language. All other language for this section remain unchanged.

Pricing shall NOT include fees charged by any state, county, or municipality. These costs are to be billed to the state at the contractor’s cost and copy of the bill shall accompany the contractor’s invoice in accordance to IFB Section 3.6 (Invoicing).

Q. Are vendors permitted to submit a separate cost sheet to suggest package recommendations and additional, supplemental service that we believe may benefit DHMH?

A. No.

Q. Would DHMH like to have maiden and alias names included in your searches, where available?

A. Yes.

- Q. In reference to the Bid Sheet, “For Individuals” section, both the “Employment Verification” and “Multi-State, Multi-Jurisdictional Criminal Records Database” searches have been listed twice. Are these the same search requests? If not, please specify what information is being requested for each item.
- A. This is an error. A revised Attachment F is posted.
- Q. In reference to the Bid Sheet, “For Entities” section, the “Bankruptcies, Liens and Judgement searches” request has been listed twice. Are these the same search requests? If not, please specify what information is being requested for each item.
- A. This is an error. A revised Attachment F is posted.
- Q. Regarding the “County Criminal and Civil” search request: County criminal record searches and civil record searches are conducted separately. How would you like to have vendors differentiate between the pricing for these searches?
- A. Your pricing should reflect exactly what is being requested.
- Q. Regarding the “County Criminal” search request: Would you prefer to have this search priced per-county or as a flat-rate search?
- A. The IFB will be amended to allow the contractor’s pass-thru fees from states and counties. See highlighted response above.
- Q. Regarding the “Federal Criminal and Civil Records History” search request: Federal criminal record searches and civil record searches are conducted separately. How would you like to have vendors differentiate between the pricing for these searches?
- A. Your pricing should reflect exactly what is being requested.
- Q. Regarding the “Federal Criminal Records History” search request: Would you prefer to have this search priced per-district, or as a flat rate nationwide search?
- A. This is a search of federal databases. To our knowledge, there is no “federal” search that is limited to “districts”.
- Q. Regarding the “Sex Offender Registry Search” request: We include a search of the nationwide sex offender index in our multi-jurisdictional database search. Will this item also need to be priced as a stand-alone item, or will including it in the pricing for the multi-jurisdictional database search be sufficient?
- A. Your pricing should reflect exactly what is being requested.
- Q. Please clarify the “Misdemeanor Search” request: Both misdemeanor and felony records are included in our county criminal, statewide criminal and multi-jurisdictional database searches. Is DHMH seeking to have results restricted to misdemeanor charges only?
- A. These are two separate requests for pricing.

- Q. In the Scope of Work for Applicants who are Individuals, #4 indicates Misdemeanor Search. In #2 & #3 County Criminal Records History and #5 Federal Criminal Records History these searches would and/or should include the Misdemeanor information. Is there another search as indicated in #4 that DHMH is wanting and if so can you elaborate?
- A. The prices should be entered as indicated.
- Q. We understand that the pricing needs to be a firm fixed price and the information provided needs to be in the format specified on the Bid Form (Attachment F). We believe it would be more advantageous and cost effective for DHMH to allow responses to provide a total bid price with additional fees to be passed through at cost. Not all courts throughout the U.S have court access fees, but all DMVs have state fees. Also some employers and educational institutions contract with third parties who charge a fee. By allowing these fees to be passed through at cost will greatly benefit DHMH so they are not overcharged by the potential vendor and the vendor can make a reasonable price proposal. A perfect example is New York criminal search through the NYOCA, which the state charges \$68.00. This means that the county criminal searches not in Maryland may have to be priced above \$68.00, which does not benefit DHMH at all. Will DHMH allow these fees to be passed through at cost if the pricing is provided with the proposal?
- A. Attachment F Bid Pricing Instructions will be revised via an Addendum. See highlighted answer above.
- Q. Is there a specific Dun & Bradstreet Report that DHMH is requesting?
- A. Business Information Report
- Q. For the Education Verification, will this be the highest degree earned?
- A. Yes.
- Q. For Employment Verification, how many employers should be verified?
- A. We would like to have information that covers the last 10 years of employment per the Bid Sheet.
- Q. For Professional License/Certification Verification, how many licenses/certifications should be verified? What type of license and certification?
- A. The Department will supply the stated information from the applicant. All information must be verified. The vendor will supply a price for one license/certification.
- Q. It is understood that DHMH is issuing the IFB to assist the Natalie M. LaPrade Medical Cannabis Commission for the background investigation service. In the proposal does it matter if we address DHMH only or does it need to address the Commission?
- A. The bid should be addressed to DHMH. Refer to the IFB Key Information Sheet.

- Q. Concerning section 4.4.5, "List of current or prior state contracts," please clarify the types of entities vendors should list. Should community colleges, fire departments or other city/county entities located in Maryland be listed, or are you only interested in seeing entities which are directly associated with Maryland's state government?
- A. State Government